servemontana
GOVERNOR'S OFFICE OF COMMUNITY SERVICE

Grant Review Score Sheet

Applicant:		Reviewer	

MONTANA COMMISSION ON
community service

Funding Priorities
In alignment with the Serve America act funding for AmeriCorps programs is targeted toward six Focus Areas identified by the Corporation for National and Community Service.

CNCS Focus Areas:

- ❑ Disaster Services
- ❑ Economic Opportunity
- ❑ Education
- ❑ Environmental Stewardship
- ❑ Healthy Futures
- ❑ Veterans and Military Families

All programs operating in Montana must address all of the Montana Expectations in their application and execution.

Montana Expectations:

- ✔ Inclusion in the design and delivery making the program accessible to individuals with disabilities
- ✔ Collaborative approach to planning, design, and the delivery of the program
- ✔ Successful administration of an AmeriCorps and or other federal grants
- ✔ Address rural, underserved or areas of extreme poverty not currently served by AmeriCorps
- ✔ AmeriCorps members trained and prepared to respond to disasters in their community

Section I. Rationale and Approach/Program Design – 50%

Reviewers will consider the quality of applicants response to the following:

Category	Score	Comments (Strengths and Weaknesses)
a. Problem/Need (9 points) Describe the community needs the AmeriCorps members will be addressing. Provide information about the extent/severity of the need in the community(ies) where your proposed AmeriCorps members will serve and cite specific relevant data such as unemployment rate as well as the poverty rate.		
b. AmeriCorps Members as Highly Effective Means to Solve Community Problems Evidence-Based/Evidence-Informed and Measurable Community Impact		
Theory of Change and Logic Model (17 points) Applicants will be awarded up to 17 points for providing a detailed theory of change (logic model) using the Logic Model Worksheet. Logic model (also referred to as theory of change) means a well-specified conceptual framework that identifies key components of the proposed process, product, strategy, or practice (i.e., the active "ingredients" that are hypothesized to be critical to achieving the relevant outcomes) and describes the relationships among the key components and outcomes, theoretically and operationally. Points will be awarded based on clarity and completeness of the logic model. The logic model shall depict: • Number of locations or sites in which members are providing direct services • Number of AmeriCorps members that will be delivering the intervention or program model • The core activities that define the intervention or program model that members will be implementing or delivering • The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention) • The dosage of the intervention (e.g., the number of hours per session or sessions per week) • The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level) • The indicators and data collection tools that will be used to measure and track program outcomes In addition to completing the Logic Model worksheet, describe how the intervention is designed to address the problem described in the previous section and what evidence there is to support that the intervention will lead to the outcomes identified in the theory of change. Why should CNCS invest in this project?		

Evidence Base (8 points) Applicants will be awarded up to 8 points for providing evidence that their proposed intervention will lead to the outcomes identified in the theory of change (logic model). In this section, applicants shall provide a description of the studies and evaluations conducted that provide evidence that the proposed intervention is effective for the proposed population and community challenge. This section shall include specific citations of studies and/or publicly available evaluation and research reports. In this section, the applicant should indicate whether the body of evidence suggests that their intervention is evidence-informed or evidence-based based on the definition below. Points will be awarded based on: 1) the amount of evidence; 2) the quality of evidence based on the study design; 3) the degree of match between the program model evaluated in the studies and the one proposed by the applicant; and 4) meeting the criteria for evidence-informed or evidence-based, with higher points going towards evidence-based programs.		
c. Member Training (8 points) What are the anticipated training topics and the timeline for member training? How and when will the applicant ensure that members and generated volunteers are aware of and are adhering to the rules regarding prohibited activities?		
d. Member Supervision (8 points) Describe the plan for supervising members that ensures they will receive adequate support and guidance.		
e. Commitment to AmeriCorps Identification (Required - 0 points) How will the program participants know they are AmeriCorps members? How will the communities in which they serve know they are AmeriCorps members? How will the applicant's program ensure that its participants will wear the AmeriCorps logo daily? How will the applicant ensure participants are prepared to speak about their AmeriCorps experience to members of the community?		
Total	0	Of possible 50

Section II. Organizational Capability – 25%

Reviewers will consider the quality of applicants response to the following:

Category	Score	Comments (Strengths and Weaknesses)
a. Organizational Background and Staffing (7 points/10 points for new applicants) Describe how the organization has the experience, staffing, and management structure to plan and implement the proposed program. Describe the applicant organization's prior experience administering AmeriCorps grants or other federal funds. As documentation of community support and commitment to the program, please submit letters from the applicant's most significant community partners. The letters should include what the partners see as the benefit to the community provided by the applicant's AmeriCorps members and what activities would not happen without the AmeriCorps members.		
b. Compliance and Accountability (11 points/15 points for new applicants) How will the applicant's organization ensure compliance with AmeriCorps rules and regulations including those related to prohibited activities at the Grantee, subgrantee, and service site locations (if applicable)? How will the applicant's organization prevent and detect compliance issues? How will the applicant's organization hold itself, subgrantees, and service site locations (if applicable) accountable if instances of risk or noncompliance are identified?		
c. Past Performance For Current Grantees and Former Grantees Only (7 points for recompeting applicants and formula Grantees) Describe the applicant's performance against performance measure targets during its last three years of program operations. How successful has the applicant been in solving the identified problem? If the applicant did not meet performance targets, provide an explanation and describe the plan for improvement. Describe any compliance issues and areas of weakness/risk identified during the last full year of program operation at your organization, your subgrantees (if applicable), and service site locations (if applicable). If the applicant, its subgrantees, and/or service site locations had compliance or areas of weakness/risk identified, provide an explanation and describe the corrective action taken and your plan for improvement. Enrollment: If the program enrolled less than 100% of the slots received during its last full year of program operation, provide an explanation, and describe the plan for improvement. Retention: If the applicant was not able to retain all of its members during the last full year of program operation, provide an explanation, and describe the plan for improvement. While CNCS recognizes retention rates may vary among effective programs depending on the program model, the expectation is that Grantees to pursue the highest retention rate possible.		
Section Total	0	Of possible 25

Section III. Cost Effectiveness and Budget Adequacy – 25%

Reviewers will consider the quality of applicants response to the following:

Category	Score	Comments (Strengths and Weaknesses)
a. Cost Effectiveness (13 points) Explain how the budget is cost effective. Explain how the requested funds do not exceed the maximum cost per Member Service Year (MSY) or for existing programs, have not increased over previous years. The amount requested is a competitive factor in the selection process. Please list all sources of organizational funding and what percent the proposed AmeriCorps project represents in your budget. If you have received support from CNCS during the last five years, please specify what type of support you received. What percentage of your total operational budget does your proposed funding request from CNCS represent? Demonstrate how your program has or will obtain diverse resources for program implementation. Indicate how much funding your program needs from non-CNCS sources to support the project. Indicate the non-CNCS resource commitments (in-kind and cash) that you have obtained to date and the sources of these funds. Indicate what additional commitments you plan to secure, and how you will secure them. For Cost Reimbursement and Full-Time Fixed Grants Discuss how your program is a cost effective approach for addressing the community need(s) identified in your application. Consider the total costs and benefits of the program and, to the extent possible, document the costs and benefits. Compare the cost effectiveness of the program with the costs and benefits of alternative models or approaches (if available), and demonstrate how your program model is most cost effective. For Fixed Amount Grants (Full-time and EAP) Programs will be evaluated based upon their ability to maximize their return on investment; applicants with a program design that achieves equal results at a lower cost will be advantaged over programs that achieve similar results at a higher cost.		

b. Budget Adequacy (12 points) Applicants must fill out the budget and complete the budget narrative in eGrants and provide the following information in the application narrative: • Identify the non-CNCS funding and resources necessary to support the project. • Discuss the adequacy of the budget to support the program design and objectives. • Indicate the amount of non-CNCS resource commitments (in-kind, and cash) secured to date and the sources of these commitments. • Describe plans for securing additional resource commitments, potential sources, and timeline. When considering the above information, reviewers will assess the quality of the application based on the following factors: • The extent to which the budget is clear. • The extent to which the budget includes sufficient resources to carry out the program effectively. • The extent to which the program will obtain financial and in-kind resources to support program implementation. • Whether an applicant adequately budgeted for its required share of costs.		
Section Total	0	Of possible 25

Reviewer Score						

I. Program Design - 50%

Section Total	0		Of Possible	50	Section	0%
Section Percent	0%	X		50	=	0.00	Section Final

II. Organizational Capacity - 25%

Section Total	0		Of Possible	25	Section	0%
Section Percent	0%	X		25	=	0.00	Section Final

III. Cost Effectiveness of Budget - 25%

Section Total	0		Of Possible	25	Section	0%
Section Percent	0%	X		25	=	0.00	Section Final

Final Score	0	Of 100

Interview Notes